



## **TRANSFER OPPORTUNITY**

**Accountant I (Specialist)**

**Department of Industrial Relations**

**Division of Administration**

**Accounting Unit**

**San Francisco**

**Position:** Accountant I (Specialist) \$2776- \$3373

**Location:** 455 Golden Gate Avenue, San Francisco, CA 94102

**Duties:** Under the supervision of a Senior Accounting Officer, Supervisor performs the more difficult semiprofessional accounting work in the establishment and maintenance of accounts and records. This includes weekly issuance of office Revolving Fund checks for the Subsequent Injury Fund (SIF) and the Uninsured Employers Fund (UEF). Researches and records stop payments; inputs manual checks into CALSTARS; corrects errors from the error report; makes adjusting entries to correct abnormal balances on the CALSTARS D11 report; and responsible for the electronic upload and download of the payment files.

**SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply.** Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Terry Stevenson**  
Telephone: (415) 703-4381  
CALNET 593-4381

Submit application by **July 12, 2007**

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.